# **Conference Personnel - Supervisor Job Description**

**Supervisor Responsibilities**

The Supervisor is required to perform a variety of duties including the following:

* A Supervisor will be allocated to each group for each shift. This role oversees a number of personnel in each venue.
* Good understanding of the meeting schedules and venues
* Conduct briefings at the beginning and end of shift.Supervisors will be provided with a copy of the Volunteers roster/schedule for each shift.
* Manage the Volunteers in their assigned groups.
* Conduct meal breaks and monitor Volunteers movement ensuring there is enough personnel on site.
* Ensuring Volunteers are punctual and at their assigned locations on time.
* Report any issues of concern to the CP Manager or Events Manager immediately.
* Support the CP Manager and Events Manager to check and ensure things are in order prior to shift.
* Ensure their teams are registered and that their names go into the daily draws.
* Manage all conference personnel roster and ensure they check In and check out at the correct times. All check in and out sheets to be submitted to Event Managers on a daily basis.
* Assist in any other task required to ensure a smooth operation in each shift throughout the event.

**Supervisor Required Skills**

This is a supervisory level overseeing number of volunteers at the allocated venue, this role must have:

* People management skills, Time management skills
* Good computer skills, able to log personnel hours
* Well organized, reliable and able to handle pressure
* Track volunteer’s hours and use data to create reports
* Delegate tasks and develop end of the day goals for each volunteer
* Excellent communication and interpersonal skills
* Confident, presentable and organized
* Perform tasks professionally and diplomatically
* BULA SPIRIT is mandatory!!

*\*Registration personnel will report to the Venue Event Manager if your direct supervisor is not available*

*\*Conference Personnel must have an active mobile phone that he/she can be reached on when required.*